

## **SHEFFIELD TOWN TRUST**

### **TRUSTEE JOB DESCRIPTION**

#### **Principal Duties**

- To attend the quarterly meetings of the Trustees, traditionally held on Monday mornings, and usually lasting two to three hours.
- To scrutinise the papers circulated with the meeting agenda.
- To investigate grant applications and make a report, preferably written, with recommendations.
- To attend ad hoc meetings as required (not frequent).

#### **Statutory Duties**

- To ensure that the Town Trust complies with its governing document, charity law, and any other relevant legislation or regulations.
- To ensure that the Town Trust pursues its objects as defined in its governing document.
- To ensure that the Town Trust uses its resources exclusively in pursuance of its objects; the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To safeguard the good name and values of the Town Trust.
- To ensure the effective and efficient administration of the Town Trust.
- To ensure the financial stability of the Town Trust.
- To protect and manage the property of the Town Trust and to ensure the property investment of its funds.